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ABSTRACT

This workbook provides information and guidelines for planning and operating Parent Advisory Councils (P.A.C.s) provided for under the Elementary and Secondary Education Act Title I. The first part of the workbook, which was prepared for P.A.C. planners in the Phoenix, Arizona, Union High School District, is a month-by-month guide to P.A.C. operations over a year, and consists of suggestions for meeting agenda and planning checklists for council meetings. The second part contains information on Federal, State, and district requirements and policies for parent involvement in the Title I program. The information provided includes procedures and suggestions for P.A.C. organization, membership, leadership, organizational communications, planning meetings, training, expenditures, and evaluation. (Author/MJL)

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phoenix union high school district

e.s.e.a. title one

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p.a.c. planner's workbook

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P.A.C. PLANNER'S WORKBOOK: INTRODUCTION

Parent advisory council planning and operation is a duty that is shared by the staff and the council officers.

This book is designed to help Title One staff and parent advisory council chairpersons carry out their duties. It gives procedures and helpful information for planning your parent advisory council activities for the year.

This book has two parts. The first is a month-by-month guide through each step of P.A.C. operations. Many of the pages are lists and forms. Fill in these pages as you do your planning -- that way, you are not likely to forget any details.

The second part of this book compiles all federal, state, and district requirements and policies for parent involvement into a single, complete reference. Because final federal regulations for the new Title One law have not yet been released, some details in this book may change. If they do, the district Title One office will prepare replacement or additional sheets for this book.

You will find two kinds of headings for information in this book. The first is "PROCEDURES." These are procedures based on the Title One law, federal regulations, and state and district policy. The steps listed on the pages marked "procedures" must be followed.

Other pages are marked "IDEAS." The information on these pages are suggestions for activities and ways of doing things. There are probably more ideas than your council would have time to do, so you will need to pick the most important ones for your council. You may also find that your council wants or needs to do some things that are not on the list. Remember that the pages marked "ideas" do not need to be followed exactly.

Perhaps the best way to use this book is for the school facilitator and the council officers to meet in the fall and map out a plan of activities for the entire year.

Prepared by
Chuck Davis
Community Relations Specialist
ESEA Title I
September, 1979
Revised September, 1980

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November

December-January

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April

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Communications: notices, minutes, information for P.A.C. members

Tips for planning meetings: tips, agenda format ideas

Training: requirements, outlines

P.A.C. expenses: refereshments, members' expenses

P.A.C. evaluation: P.Q. checklist, questionnaire

OCTOBER

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MEETING PLANNING CHECKLIST
FOR PARENT ADVISORY COUNCILS

ideas

check when done	task	responsibility
	3 WEEKS BEFORE MEETING date: _____	
( )	Contact District Title One Secretary at 257-3745 to order address labels if needed.	Project Secretary
( )	Contact PAC officers to set up agenda planning meeting	Project Secretary
	2 WEEKS BEFORE MEETING date: _____	
( )	Meet to decide agenda items	Facilitator PAC Officers
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	1 WEEK BEFORE MEETING date: _____	
( )	Notify all Title One staff and school administrators of meeting	Facilitator
( )	Post meeting notice/agenda on school's public bulletin board	Project Secretary
( )	Telephone PAC members and parents personally	Community Aide
	DAY OF MEETING	
( )	Obtain and set up refreshments	Community Aide
( )	Prepare name tags	Project Secretary
( )	Prepare sign-in sheets	Project Secretary
( )	Copy agenda	Project Secretary

( )	Prepare and copy other handouts: _____	Project Secretary
( )	Put up directional signs/posters	Community Aide
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( )	Provide ride for parents as needed	Community Aide

AFTER MEETING

( )	Prepare meeting minutes	Project Secretary or PAC Secretary
( )	Review minutes with PAC Secretary	Facilitator and PAC Secretary
( )	Copy and mail minutes to all PAC members	Project Secretary
( )	File a copy of the minutes in the "Title One Library for the Parent Advisory Council"	Project Secretary

MEETING MATERIALS: Have you got...

( ) Agendas

( ) Minutes from last meeting

( ) Name tags

( ) PAC Library (black notebook)

( ) Handouts

( ) Sign-in sheet

( ) Directional signs

( ) Refreshments

( ) Refreshment supplies: napkins, cups, plastic ware, paper plates, sugar and powdered cream, ice, etc.

( ) Coffee pot

( ) Waste basket

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AGENDA IDEAS: OCTOBER

ideas

*1. Brief overview of Title One at the school by the facilitator.

*2. Overview of the parent advisory council: facilitator, PAC chairperson, and/or slide show.

3. Election of council members.

4. Election of officers

--explanation of duties

5. Election of DPAC representatives.

6. Activity to meet and get to know other council members.

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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NOVEMBER

AGENDA IDEAS: NOVEMBER

ideas

*1. Overview of Title One (facilitator, slide show, veteran PAC member).

*2. Monitoring (facilitator, district monitor, slide show)

--Presentation: what monitoring is

--plan parent monitoring

*3. Needs Survey

--presentation: what the needs survey is

4. Bylaws: discuss and adopt.

5. Planning of training program for council members.

*6. Mini-workshop on how to help your team with basic skills at home.

7. DPAC Report.

8. Carryover idea from October:

-- Membership election

* You might want to plan council training sessions on these topics (see training section).

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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DECEMBER -
JANUARY

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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FEBRUARY

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AGENDA IDEAS: FEBRUARY

ideas

1. Develop recommendations about program needs and instructional goals for next year's Title One project at the school.

2. Review monitoring report.

3. Guest speakers to explain other programs and services in the school.

4. Guest speaker on services available in the community (city government, community groups, etc.).

5. Guest speaker on an issue of interest to parents (campus security, jobs for teen-agers/ career education, drugs, attendance policy, counseling department, district integration efforts, "what's good about our school").

6. Mini-workshop on effective parent-teen-ager communications.

7. Classroom tour.

8. DPAC report.

9. Membership election.

10. Films to inspire, entertain or inform.

Note: Have you had a meeting at a member's home or at a community center yet?

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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MARCH

AGENDA IDEAS: MARCH

ideas

*1. Review target school selection for next year's program.

2. Discuss ways to improve the PAC for the next year. Make some plans now for what you want to do next year.

*3. Discuss the application for next year's Title One program:

-- What an application is

-- The application development process

-- What would the PAC like to see included in the application

4. DPAC report.

5. Look back at the February's list for additional ideas.

* You might want to plan council training sessions on these topics (see training section).

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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APRIL

AGENDA IDEAS: APRIL

ideas

1. Devote this meeting to the application:

   -- Review the organization and components of the application

   -- Discuss if the program described meets the needs of the students

   -- Develop recommendations to the school staff and to the DPAC about your school's part of the application

2. Have a demonstration by some Title One students of what they have learned in the program this year.

3. Try something fun, to change the pace:

   -- Have council members play one of the educational games in the Title One lab

   -- Skits

   -- "Answers & Questions" exercise in imagination (Give Title One-related "answers" and let PAC members dream up the questions)

   -- Contest to see how many words PAC members can make out of the letters in a Title One-related word (such as education, parent, and applications)

   -- Have PAC members design and make out of construction paper funny posters encouraging students to learn. Title One teachers could put these up in the classrooms

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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MAY

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

AGENDA IDEAS: MAY

ideas

1. The application:

   -- Review the final application

   -- Vote on approval for the application

   -- PAC chairperson signs the application for the council

2. Evaluate the parent advisory council's operation this year:

   -- Did the PAC get done what we wanted it to do?

   -- What goals should the PAC have next year?

3. Give recognition to the PAC members for their service this year.

4. Plan a calendar of PAC meetings for next year.

5. DPAC report.

6. Try something different for refreshments:

   -- Potluck lunch/dinner

   -- Potluck family picnic at a park

   -- Ice cream social

meeting agenda

council:

meeting date:

meeting time:

meeting place:

time	item	presentor

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ORGANIZATION

Phoenix Union High School District
E.S.E.A. Title I
POLICY ON PARENT INVOLVEMENT

Schools are set up to meet the community's needs for education. To provide the best education possible, school staff, parents and students must work together.

The Phoenix Union High School District's ESEA Title I program is committed to that concept, and to fulfilling and exceeding the legal requirements for parent involvement in the program. The Title I Program's policy is:

1. to inform parents fully in understandable language about the program's goals, structure, operation, budget, planning, needs and evaluation.

2. to seek the advice of parents and community members about the goals of Title I, coordination with other available programs and services, the needs of students, and the services to be made available through Title I.

3. to provide the staff, financial and other resources needed for parents to establish effective parent advisory councils, parent monitoring teams and other appropriate means of parent involvement.

4. to attempt to provide means for parents to grow personally and socially in ways which will benefit their students' work in school and will keep them interested in the Title I program.

RELATIONSHIP TO DISTRICT'S EDUCATIONAL GOALS

A top-priority goal of the Phoenix Union High School District is to provide a quality basic skills education to every student in the district. The Title I Program supplements the district's effort to achievement is recognized as an integral part of the effort to provide quality basic skills education.

FUNCTIONS OF PARENTS

Responsibility for the operation of the Title I instructional program rests with the school district's administration and staff. Generally, the functions of parents in the program are:

1. to become knowledgable about the Title I program and its services.

2. to assist the district's employees in achieving the program's goals.

3. to tell other parents and members of the community about the Title I program.

4. to help their children to achieve the learning goals set for them.

The school and district parent advisory councils are the framework for coordinating all means of parent involvement in the Title I program. Through the parent advisory councils, parents partricipate in the Title I program at four levels of involvement:

Decision

Because of either their direct involvement in the results or their legally authorized authority, Parent Advisory Councils have final decision-making power in some areas. These are primarily in the area of council organization and operation. They include:

1. determining the schedule and location of meetings.

2. electing officers.

Cooperation

The Parent Advisory Councils share responsibility with the district in some areas. Decisions on these matters can be made only through the joint approval of the Parent Advisory Council and the district. These include:

1. membership procedures (responsibility of DPAC and district staff)
2. training program for PAC members
3. PAC activities and meeting agendas
4. application approval

Recommendation

In some areas, decisions are the responsibility of the district but must be made with consideration of the advice of the Parent Advisory Councils. These include:

1. students' educational needs
2. instructional goals
3. expenditure of Title I funds for PAC functions
4. instructional services
5. monitoring
6. program evaluation

Information

In some areas, decisions are reserved to the district, the state or the federal government. In these areas, parents have no input but will be informed of the decisions. These matters of information are recognized as important because they may affect or constrain Parent Advisory Council recommendations and decisions:

1. target school selection
2. allocation
3. staffing
4. student selection

MEANS OF INVOLVING PARENTS

Home Contact

Families of Title I students will receive explanations of the Title I program, will be kept up to date on student progress in the program, will be encouraged to participate in parent advisory council activities and will be notified of student absences from Title I classes through phone calls, home visits and written messages. Title I teachers have primary responsibility for these communications with parents; each Title I site has a counselor and a community aide to assist the teachers with these tasks.

School Parent Advisory Councils

The parent advisory council at each Title I school will serve as the overall framework for parent involvement at the school level. The school parent advisory council will focus on:

--involving as many parents as possible in the operations of the Title I project at the school

--informing parents about the Title I program

--providing activities for parents, such as tours, monitoring and hands-on projects

-reviewing documents and reports pertaining to the school's program, and making recommendations to the school staff and the District Parent Advisory Council

-serving as a forum or "listening post" for anyone in the school area who wants to comment on the school's Title I program

Monitoring

Parent advisory council members will take part on a regular basis in monitoring the Title I projects. Parents will be given orientation and training before serving on a monitoring team. Any written comments will be included in the official monitoring report. Monitoring will:

--involve parents in the operation of the program through their observation and recommendations

--help parents to better understand what Title I does and how it works

District Parent Advisory Council

The District Parent Advisory Council will be a parent leadership group which will facilitate communications among school parent advisory councils and with the district Title I staff. It will focus on:

--parent representation from all project schools to advise about the overall program planning and direction

--leadership training and district-wide information for leaders from the school parent advisory councils

--exchange of ideas among school parent advisory councils

--input and review for district-wide documents

--coordination of school councils' suggestions and development of district-wide program recommendations

--recommendations, decisions and guidance for parent involvement policies and activities

Workshops

A coordinated program of workshops for parent advisory council members will be developed. These sessions will:

--inform parents about general and technical aspects of the Title I program they need to know to carry out their parent advisory council duties

--develop parents' organizational skills for more efficient council planning and operation

Workshops will be designed to cover topics in more depth than would be possible during regular parent advisory council meetings. All workshops will be planned cooperatively by staff and parent advisory councils.

Newsletter and Publications

All parents of students currently being served by Title I and all community members of the parent advisory councils will receive a regularly-published newsletter about Title I. The focus of this newsletter will be on news, features and general information of interest to parents. Additional brochures, handbooks and other publications may be prepared as needed.

D.P.A.C. Executive Board

The three officers of the District Parent Advisory Council will serve as an executive board. They will meet at least monthly with the Parent Advisory Council Assistant and/or the District Title I Supervisor to:

--plan the District Parent Advisory Council meeting agenda

--organize information and presentations for the D.P.A.C.

--provide recommendations and guidance to the district Title I staff on urgent parent involvement matters

Parent Recource Pool

Parent advisory council members will be encouraged to participate, as their time and expertise allows, in the Arizona Title One Parent Resource Pool. Serving as presenters at PRP workshops allows parents to share their knowledge about Title I to help others, and to learn how Title I operates in other districts.

_____ School ESEA Title I Parent Advisory Council

PURPOSE

The purposes of the _____ School ESEA Title One Parent Advisory Council are:

1. To provide parents and the community information about the Title One program.

2. To advise the school and the district about the planning, operation and evaluation of the Title One project.

3. To listen to the ideas and opinions of parents and community members about the Title One project.

MEMBERSHIP

Membership is open to:

1. Any parent of a student attending _____ School.

2. Any parent of a student eligible to attend _____ School.

3. Any member of the community who lives in the _____ School attendance area (including students and school staff).

4. Any _____ School teacher.

All members of the _____ School ESEA Title One Parent Advisory Council will be voted into membership according to the procedures adopted by the District Parent Advisory Council and the District. Members will be elected at the October meeting and at other meetings during the school year as the council chooses. Each person must give his or her written consent to serve as a member before the membership election is held.

The council will consist of at least eight members. A majority of the members must be parents of students being served by Title One. A member will be considered a parent of a student being served if his or her student is receiving Title One assistance at the time the parent is elected to membership. A person elected to membership as a parent will be considered as a part of the parent majority for the full two-year term of membership.

Each member will serve a two-year term, expiring in October. Any member may be re-elected. A member who misses three meetings during a school year without notice to the council will be dropped from membership.

OFFICERS

The officers will be a chairperson, a vice-chairperson and a secretary.

Officers will be elected yearly in October by the members of the council. Any member may be elected to an office, and officers may be re-elected.

An officer may be removed from office if he or she has been absent at two consecutive meetings of the Council and has not given notice of the absence to the Council. Removal must follow a two-thirds vote of the members present. A written notice must be sent to the person involved. The position must be filled immediately through a special election.

MEETINGS

The Council will hold meetings on the _____ of each month during the school year at _____ or at such other times and places as the Council chooses. All meetings will be open to the public.

Notice of all meetings will be given to each member and will be posted in public.

Council decisions will be made by a favorable vote of a majority of the members present. An official vote can be taken only if at least three members attend the meeting.

AMENDMENTS

These bylaws may be amended at any time by a two-thirds favorable vote of the members.

Adopted on _____, 19____

Signed _____

Chairperson, _____ School ESEA Title One Parent Advisory Council

Signed _____

_____ School Title One Facilitator

SAMPLE BYLAWS

ideas

_____ School ESEA Title I Parent Advisory Council

PURPOSE

The purposes of the _____ School ESEA Title One Parent Advisory Council are:

1. To provide parents and the community information about the Title One program.

2. To advise the school and the district about the planning, operation and evaluation of the Title One project.

3. To listen to the ideas and opinions of parents and community members about the Title One project.

MEMBERSHIP

Membership is open to:

1. Any parent of a student attending _____ School.

2. Any parent of a student eligible to attend _____ School.

3. Any member of the community who lives in the _____ School attendance area (including students and school staff).

4. Any _____ School teacher.

All members of the _____ School ESEA Title One Parent Advisory Council will be voted into membership according to the procedures adopted by the District Parent Advisory Council and the District. Members will be elected at the October meeting and at other meetings during the school year as the council chooses. Each person must give his or her written consent to serve as a member before the membership election is held.

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These bylaws may be amended at any time by a two-thirds favorable vote of the members.

Adopted on _____, 19____

Signed _____

Chairperson, _____ School ESEA Title One Parent Advisory Council

Signed _____

_____ School Title One Facilitator

MEMBERSHIP

DUTIES OF MEMBERS

ideas

Parent advisory council members are elected to represent their community. As public representatives, members are expected to:

1. Regularly attend parent advisory council meetings.
2. Become informed about the Title One program.
3. Speak up and take an active part in the council's activities.
4. Explain to others about the Title One program.
5. Listen to other parents, community members and students and present their views and ideas to the council.
6. Review Title One reports and the proposal, and make suggestions about the program.
7. Take part in monitoring the Title One program.

BENEFITS FOR PAC MEMBERS

1. You help improve your teenager's education, and the education of many others.
2. You find out firsthand what your student is being taught.
3. You meet and get to know your child's Title One teacher.
4. You will show your children that you believe education is important.
5. You meet other people who are as concerned about education and their children as you are.
6. You can tell your ideas about schools to educators who will listen -- and act.
7. You will know that you are working towards a better community, a better future for your child, and a better future for many other teen-agers.

e.s.e.a. title one
phoenix union high school district

PROCEDURES FOR ELECTING PARENT ADVISORY COUNCIL MEMBERSHIP

procedures

	Task	Responsibility
	PROMOTION	
( ) 1.	Prepare, translate into Spanish and mail information on parent advisory councils to all parents of students served by Title I.	Community Relations Specialist
( ) 2.	Pepare and mail a letter to all members of parent advisory councils during the previous school year, and to other community members who have expressed an interest in Title I.	Community Relations Specialist
( ) 3.	Prepare posters specifying election information (in English and Spanish).	Community Relations Specialist
( ) 4.	Post the posters in a public place at each district school and at the district office, to give public notice of the election.	Principal
( ) 5.	Prepare and distribute announcements for schools' daily bulletins, news releases for principals' newsletters, school newspapers and community newspapers; and radio public service announcements.	Community Relations Specialist
( ) 6.	Contact by telephone as many parents as possible to inform them of the Title I program, the parent advisory council and the membership election.	Community Aide
( ) 7.	Distribute membership application forms to parents and community members who indicate a wish to serve on the council but who will be unable to attend its election meeting.	Community Aide

( ) 8.	Hold a meeting open to the public at each site to elect parent advisory council members and officers.	Site Facilitator
( ) 9.	Explain the Title I program, the role of the parent advisory council, duties of council members, and the membership process.	Site Facilitator
( ) 10.	Distribute membership application forms to everyone present. Anyone who wishes to serve on the council must fill out a form and return it to the facilitator.	Site Facilitator

BALLOTS

( ) 11.	Review the applications to determine that the resulting council composition will meet all requirements (see "Parent Advisory Council Membership Requirements"). Take into consideration previous-year council members who were elected to two-year terms. If a requirement is not met, make the appropriate adjustments and proceed with the election. (If the election provides fewer than eight members, the election process must be repeated at the next regularly-scheduled meeting or at a special meeting).	Site Facilitator
( ) 12.	Type and duplicate ballots (see sample). Ballots must list by category ("parent" and "community member") the names of all persons who have applied for membership. If the number of applicants is such that as many or more community member seats as parent seats would result, include a statement on the ballot to limit the number of community members who may be voted for. The number of community members should be limited to one fewer than the number of parents.	Site Secretary
( ) 13.	Explain the qualifications to vote for council members. (See "Parent Advisory Council Membership Requirements.")	Site Facilitator

( ) 14.	Distribute ballots to all attending parents of children eligible to attend the school. Provide pencils as needed.	Site Facilitator
( ) 15.	Ballots must be counted jointly by one staff member and one preceding-year council officer, designated by the facilitator and the council chair respectively.	Site Facilitator Council Chair
( ) 16.	An applicant is elected to membership through favorable votes by a majority of the voters. In the case of a limited number of seats for community members, those applicants who receive the greatest number of votes are elected. If there is a tie for a limited number of seats ballots must be recast.	Site Facilitator Council Chair

CERTIFICATION

( ) 17.	Prepare a list of all parent advisory council members, including those newly elected and those continuing members elected to a two-year term last year. After this list has been certified as accurate by the site facilitator and council chair, ballots may be disposed of. Duplicate and distribute this list to all persons attending the meeting.	Site Secretary
( ) 18.	Include the list of elected members in the minutes of the meeting. Mail minutes within one week to all elected members, including those who did not attend the election meeting.	Site Secretary
( ) 19.	Publish the names of all council members in the next issue of the Title I parent newsletter.	Community Relations Specialist
( ) 20.	File the list of the names of the council members in the school's Title One Library of Parent Advisory Council Information. This list is available to the public upon request throughout the current school year.	Site Facilitator

e.s.e.a. title one
phoenix union high school district

SCHOOL PARENT ADVISORY COUNCIL MEMBERSHIP REQUIREMENTS

procedures

WHO MAY BE MEMBERS

1. Parents of students served by Title I.
2. Parents of students eligible for Title I who are <u>not</u> being served.
3. Teachers at Title I schools (do <u>not</u> need to be Title I teachers).
4. Residents of the school attendance area (these may be other parents, students, school staff, representatives of community agencies, or other interested citizens).

PARENT ADVISORY COUNCIL ORGANIZATION

1. All persons must give their consent to be members before being elected (that is, they must fill out the membership applications).
2. All members must be elected to serve on the council.
3. There must be at least eight members.
4. More than half of the members must be parents of students served by the Title I at the time the parents are elected.
5. Members serve for two-year terms and may be re-elected.
6. The council must meet at least seven times per year. The council must decide the schedule and places of the meeting.
7. The council members must elect officers. Officers serve for one-year terms and may be re-elected. Any member may be elected as an officer (officers do <u>not</u> have to be parents).
8. Three school representatives and two alternates to the District Parent Advisory Council must be elected by the school council.

WHO MAY VOTE IN MEMBERSHIP ELECTIONS

1. Any parent who has a child <u>eligible</u> to attend a Title I school may vote in the election for members.
2. A parent of a student attending the Title I school may vote, whether or not the student is in Title I.
3. A parent of a student attending a Title I school may vote even if the student does not live in the school's usual attendance area.
4. A parent of a private school student or a dropout may vote as long as the child lives in the school attendance area and is eligible to attend the school.
5. When the parent and the child do not live together, the parent may vote as long as the child lives in the school attendance area. The parent does <u>not</u> have to live within the district.
6. While teachers and others may <u>be</u> members, they may <u>not vote for</u> members. Only parents may vote for members.

MEMBERSHIP APPLICATION / solicitud de miembros

Phoenix Union High School District
E.S.E.A. Title One
Parent Advisory Council

. . . . . .

I APPLY FOR MEMBERSHIP IN THE TITLE ONE PARENT ADVISORY COUNCIL AT (check one):
Me gustaría ser considerado(a) miembro del concilio consultor de padres del programa Título Uno (marque uno de lo siguiente):

( ) Carl Hayden High School
( ) Continuing Education Center
( ) East High School
( ) Gerard High School
( ) North High School
( ) Phoenix Union High School
( ) South Mountain High School
( ) St. Mary's High School
( ) District Parent Advisory Council

. . . . . .

PLEASE CHECK ONE / por favor, marque uno de lo siguiente:

( ) I HAVE A STUDENT IN THE TITLE ONE PROGRAM AT THIS SCHOOL.
Tengo hijos en el programa Título Uno de esta escuela.

( ) I HAVE A STUDENT AT THIS SCHOOL BUT WHO IS NOT IN TITLE ONE.
Tengo hijos en esta escuela pero no están en el programa Título Uno.

( ) I DO NOT HAVE A STUDENT AT THIS SCHOOL (COMMUNITY MEMBER).
No tengo hijos en esta escuela (miembro de la comunidad).

( ) TEACHER AT THIS SCHOOL / Maestro(a) de esta escuela.

( ) STUDENT / Estudiante

. . . . . .

PARENT ADVISORY COUNCIL MEMBERS ARE ELECTED TO REPRESENT THE COMMUNITY. MEMBERS' NAMES ARE INCLUDED IN SOME INFORMATION ABOUT THE COUNCILS THAT IS GIVEN TO THE PUBLIC.
Los miembros del consilio consultor de padres son elegidos para representar la comunidad. Los nombres de los miembros se incluyen en alguna información pública.

. . . . . .

SIGNED/firma_____ DATE/fecha_____

HOME PHONE/teléfono de hogar_____ WORK PHONE/teléfono de oficina_____

ADDRESS/dirección_____

TITLE ONE STUDENT/estudiante_____

. . . . . .

DO NOT WRITE IN THIS AREA/no escriba aquí

Elected on ____/____/____ Representing_____

Student: ( ) served by TI ( ) TI eligible ( ) not TI eligible

Membership certified by_____Facilitator_____PAC Chair

CD:dm

7909cd

sample

BALLOT / BOLETO DE MUESTRAS

Carl Hayden High School
Title I Parent Advisory Council

Election of Members 1980-81 / Elección de Miembros 1980-81

PARENTS OF TITLE I STUDENTS / PADRES DE HIJOS EN TÍTULO I
Mark all names you wish to vote for / Marque los nombres de las personas que quiera elegir:

( ) Alina Smith

( ) Ramon Garcia

( ) Emmylou Arnold

( ) Jorge Carson

( ) Carter Henson

.....

COMMUNITY MEMBERS / MIEMBROS DE LA COMUNIDAD
Vote for four / Vote por cuatro

( ) Bill Rollins (parent of non-Title I student)

( ) Christine Harris (teacher)

( ) Aaron Dean (parent of non-Title I student)

( ) Alexia Samuels (student)

( ) Catherine Steech (community member)

CD:dl
9/5/80

LEADERSHIP

OFFICERS procedures

QUALIFICATIONS

Any parent advisory council member may be elected to be an officer. Officers do not need to be parents, but parents should be encouraged to provide leadership for the council.

TERM OF OFFICE

Officers should be elected for one-year terms. They may be re-elected. There is no limit on the number of terms a person may serve. However, the council should encourage all members to contribute to the council's leadership.

ELECTION

Officers are elected by the members of the council (after council membership has been established). Elections for officers should be held as early in the school year as possible.

OFFICES AND DUTIES

At least the following officers should be elected:

Chairperson: official head of the council; helps plan council activities; leads council meetings; signs the Title One proposal when it has been approved by the council.

Vice-Chairperson: leads council meetings when the chairperson cannot attend; may help the chairperson in running the meetings.

Secretary: sees that minutes are taken at all council meetings; reviews the minutes with the council members at the meetings.

STEPS IN CONDUCTING A MEETING

ideas

There are seven steps the chairperson should take in holding a meeting:

1. Call the meeting to order.
2. Hear the minutes of the previous meeting.
3. Hear reports of officers and committees.
4. Hear announcements.
5. Take care of the unfinished business of the last meeting.
6. Take care of new business.
7. End meeting and adjourn.

HOW TO MAKE A MOTION

ideas

A proposal for action is made in the form of a motion. For the council to consider the motion, at least two members must be in favor of it. The first member makes the motion, and the second member seconds the motion to show his/her approval.

This is how a motion is made:

1. Be sure you have your motion clearly in mind and worded as briefly as possible.

2. Stand and address the chairperson-- "Mr. (Ms.) Chairperson." Wait until you are recognized by the chairperson. Do not speak until you are recognized by a nod or by name.

3. When you have been recognized, state the motion so that all can hear: "I move that . . . "

4. After the motion has been made, another member, without waiting to be recognized, calls out, "I second the motion."

5. The motion having been made and seconded, the chairperson repeats the motion by saying: "It has been moved and seconded that . . . "

6. When the chairperson has stated the motion, it is said to be pending. It may now be considered by the council--that is, it is open to discussion and debate.

7. Any member may now rise to agree or disagree with the proposal.

8. The chairperson inquires, "Is there any further discussion?" If none, the chairperson asks, "Are you ready for the question?" The members call out, "Question!" The response, "Question," is a parliamentary form which shows that the members are ready to vote.

9. The chairperson then announces the vote: "The Ayes have it. The motion is carried." Or, "The No's have it. The motion is defeated."

INFORMAL RULES OF ORDER

ideas

Every organization needs to have some rules to follow in holding meetings. These rules should make sure:

1. The meeting runs in an orderly manner.
2. All items on the agenda are covered and acted upon.
3. Everyone has a chance to give their views, but not sidetrack the meeting to unimportant issues.
4. Decisions are made by the group as a whole, not by a few key persons.

Many organizations use a formal, complicated system called "Robert's Rules of Order." These rules were written for large, political groups such as the Congress. Therefore, they are often awkward and unneeded for parent advisory councils.

Generally for PAC's, fewer rules are better. This is true because:

1. Formal rules make many people uncomfortable.
2. More rules make the chairperson's job harder.
3. Detailed rules may confuse members.
4. The council can become so busy trying to follow all the rules that it does not properly think about the issues at hand.

So, here are some simpler rules of order you may want to use at your PAC meetings:

1. Go through the agenda in order. Complete one item before going on to the next.
2. Do not let anyone discuss any matter except the one under discussion. If someone starts to talk about something else, say something like, "Excuse me, but we are not to that yet. Let us get back to this item."
3. Start each item with an introduction. Give some background information (what it is, why the council needs to discuss it) to make sure everybody understands that the next agenda item is being started and what the issue is. If someone else is going to present the item, introduce the person by name and position to the group. For example, say, "Next on the agenda is needs assessment. I will turn the meeting over to Title One Evaluator Mary Jones to present this item."
4. After the basic information has been presented, let the council members ask questions and discuss the item. A good way to let them know that the discussion time is starting is to ask, "Are there any questions," when you finish presenting the information.

5. When you feel that the matter has been discussed fully, ask for a vote. Some ways you can do this are to say:

   -- "If there are no more comments, we should vote."

   -- "Do you have more questions? If not, we will vote now.

6. If people still want to discuss the issue, let them. Make sure everyone has been able to get their questions answered before voting.

7. Votes do not need to be taken formally many times. If most of the members have agreed during the discussion, you can merely restate the feeling and see if anyone disagrees. For example, you could say, "From what has been said, it seems that we should do this. Does anyone disagree?"

8. If there is disagreement during the discussion or during the casual vote, hold a more formal vote, "All in favor of this idea, say yes (or raise your hands)..All opposed, say no (or raise your hands)."

9. End the item with a summary of what the council decided, "As a result of that vote, we will have a potluck luncheon our next meeting."

COMMUNICATIONS

MEETING NOTICES AND MINUTES

procedures

The site Title One facilitator is responsible for preparing notices, agendas, and minutes for each site parent advisory council meeting.

It is suggested that the facilitator meet (in person or over the phone) with the council officers two weeks before each meeting to plan the agenda. The meeting agenda should reflect what the council members wish to cover. The agenda must also include those program functions which the council must act upon. The "P.A.C. Planners Workbook" is designed to serve as an aid in this planning.

Meeting notices must include:

1. Date, time, and place of the meeting.

2. Major agenda items.

Copies of the meeting notices must be mailed to all parent advisory council members at least a week before the meeting. It is suggested that meeting notices also be mailed to all parents of Title One students at the school. Postcards reproduced and mailed by the district office may be used for this announcement, if desired (see following procedures).

One copy of the meeting notice/agenda must be sent to the secretary at the District Title One office at least one week before the meeting. The meeting notice will be distributed to all involved district staff members by the secretary.

A detailed agenda must be prepared for distribution at the meeting. Enough copies should be made for everyone who attends the meeting.

Detailed minutes of the meeting are to be prepared within one week following the meeting. One copy of this must be sent to the secretary at the district Title One office, and copies must be mailed to all council members. These minutes are the legal record of the meeting. They must be reviewed and approved by the parent advisory council secretary before distribution.

PROCEDURES FOR PREPARING PAC MEETING NOTICE POSTCARDS

procedures

The district Title One office will reproduce, address, and mail 5 1/2 X 8 1/2 or 5 1/2 X 4 1/2 inch postcards for school parent advisory council meetings. If a site wishes to use this optional meeting notice system, the site facilitator is responsible for preparing and submitting ready-to-reproduce text according to these guidelines.

1. The site facilitator or the site Title One secretary must keep the Educational Computer Specialist up-to-date with adds and deletions of students in the project.

2. Notify the District Title One secretary (257-3745) at least 15 workdays in advance of the meeting. This lead time is necessary to get address labels prepared from the computerized mailing list. Recommendation: Have the site Title One secretary mark the dates for notifying the district office on her calendar for the whole year.

3. Type the information you want to send onto a sheet of regular typing paper. Type the message twice (four times for 5 1/2 X 4 1/4 inch size) -- once on the top half of the page, and again at the bottom half. It is OK to type it once, and paste xerox copies of the message on the other part of the page. Prepare this original as ready to reproduce material; district staff will not retype submitted material.

4. Leave 3/4 inch margins (9 spaces) on each side of the message. (To tell where the center of the sheet will be, fold it in half; leave 3/4 of an inch above and below the fold.) These margins are necessary to assure that none of your message will be cut off during copying.

5. You may type the information so it reads horizontally or vertically. You may also include ink drawings (in black or red, please) or other decorations. Since address and postmark go on the other side, you may completely fill the printed side.

6. Send the ready-to-reproduce material to the district Title One secretary at least 10 workdays before the meeting. Two to three days will be required to copy, address, and postmark; two to three days must be allowed for mail delivery. With a 10 day lead time, the notices will arrive four to five days before the meeting.

e.s.e.a. title one
phoenix union high school district

INFORMATION FOR PARENT ADVISORY COUNCILS procedures

Each council member must be furnished:

- P.L. 95-561, Title One
- Federal Regulations
- Orientation and training materials
- Summary of the Needs Assessment
- Summary of the Program Evaluation

In addition, each council must be provided:

- Current application
- Previous application
- Program Evaluation

All of these materials are available from the Community Relations Specialist. One copy of these materials will be provided to each site in the Title One Parent Advisory Council Library. The site facilitator is responsible for maintaining the Library up-to-date throughout the year and for making it available at all PAC meetings.

School and district Title One staff also will serve as resources to the parent advisory councils.

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HOW TO PREPARE MEETING MINUTES

procedures

1. At the top of the page, write down the name of the council, "meeting minutes," and the date (see sample minutes on next page).

2. List the names of all the persons who attended. Put members in one column, and staff members in another.

3. Briefly tell what <u>action</u> was taken for each agenda item. Record the results of any votes or other decisions.

4. You do <u>not</u> need to write down who said what or all of the details of a discussion. If the discussion would help someone understand why the group reached its decision, you may want to note what ideas or topics were discussed.

5. Cover only one agenda item in each paragraph.

6. Tell what was done about every agenda item, even if you have to say that it was not discussed because there was not enough time.

7. Reports: Write down who gave the report and what the main point was.

8. If parents asked questions which you feel are important, you may want to include the answers. Generally, the answers are more important than the questions themselves, so you do not need to repeat them in the minutes. Concentrate on facts and information that was given.

9. If a question was not answered and it needs to be discussed again at a future meeting, write it in the minutes.

10. Announcements: Give the details for meetings, workshops, and other activities that are coming up. Include <u>what</u> (what will happen), <u>when</u> (time and date), <u>where</u> (location and address), <u>why</u> (the reason the activity is being held), and <u>who</u> (who should attend).

11. Include the date, time, and place for the next meeting.

12. When you finish writing the minutes, read over them and ask yourself, "Would someone who did not attend the meeting be able to understand what happened from the minutes?"

TIPS FOR
PLANNING MEETINGS

e.s.e.a. title one
phoenix union high school district

TIPS FOR PLANNING INTERESTING PAC MEETINGS

ideas

Think of a PAC meeting as an educational experience for parents. Many of the same techniques used in the classroom can be applied here.

1. The parent advisory council must serve two purposes: meet the needs of the Title One program, and meet the needs of the parents. Plan each meeting so it will have activities to fulfill both needs. Plan for at least one item each meeting which will appeal to parents.

2. Use more senses than just the ears. Supplements and alternatives to the necessary yak: overhead transparencies, slide shows, handouts, bulletin board displays, demonstrations.

3. Think of activities which get parents doing things. Kids are not the only ones who squirm; their parents do, too. Try: tours, working with Title One materials and equipment, fun (self-graded) quizzes— and, of course, eating (a favorite activity).

4. Do not let one person dominate (whether it is the facilitator, chairperson, or somebody else). Try having a different person handle each agenda item. Start on time, end on time. Keep it short; it is better to have more meetings than longer meetings.

5. Vary the pacing and length of items discussed. Separate lengthy items or lectures (such as about the proposal) by interspersing shorter and fun items (hands on activities, quickie reports, etc.). How about a break for refreshments in the middle of the meeting?

6. Remember to include time for...

   — unstructured question and answer period

   — refreshments

7. Make all parents feel they are contributing something, that it is worthwhile for them to come. Ask their opinions— and make sure their questions and comments are recorded in the minutes. Be specific; ask about their children, not students in general. Make them feel like they are experts, that they can offer something no one else can, and that you sincerely want their contributions.

TIPS FOR MEETING AGENDAS

ideas

When planning parent advisory council meetings, think in terms of these kinds of items for the agenda:

Informational items: These are the things informed parents and council members should know, such as an overview of the Title One program, the role of the PAC, review of the program evaluation report and review of the needs assessment findings. Beware of letting council meetings become only times to fill parents' heads with information, however.

Advisory items: Advisory items might be considered as when council members do something with the knowledge they have gained from the informational matters. Ideally, every information item would be followed by an advisory item, such as when parents follow the review of the needs assessment with the development of recommendations about instructional priorities.

Activities: Informational items may be considered as "sit and listen"; advisory items may be thought of as "sit and talk." Activities, then, should be when parents have an opportunity to do something physical. Walking tours of classrooms, games to meet other people, taking a basic skills test, doing a student's skill exercise and the ever-popular pot-luck meal are some examples of activities.

To prevent council members' attention from dropping off, try to plan at least one activity for each meeting. The middle of a meeting is a good time for an activity--then, it gives parents a chance to stretch and perk up after having sat for a while.

Council business: These are all the mundane-but-necessary parts of organizing the council, such as elections, bylaws adoption, meeting calendar planning and acceptance of minutes.

Standing items: These are the routine reports which are included every month: District Parent Adivisory Council report; workshop report; facilitator, counselor or community aide report; announcements. These matters should be handled as briefly as possible; if the agenda is going to be a busy one, these could even be taken care of through handouts.

Helping-at-home ideas: Many parents are eager to know how they can help their students with the basic skills at home. To serve this need, set aside a few minutes during each meeting to offer some do-at-home skill-building activities. These tips might be given through a presentation by a teacher, an outside speaker, a handout, an inspirational film, or simply a discussion-and-sharing time among council members. Don't limit the tips to just schoolwork, either; parents are also interested in improving parent-teen communications, ways to meet the challenges of being a single parent, dealing with drug/alcohol problems, ideas for free and low-cost family educational experiences (museums, community events, etc.) and improving their own basic skills.

Obviously, a PAC meeting's agenda can easily become packed; the planners' job is to balance the content so the council achieves what it must and each member comes away feeling the meeting was personally worthwhile and interesting.

GLOSSARY OF SPANISH TERMS
for Title I PAC agendas

****

AGENDA TERMS .....

MEETING: junta
AGENDA: agenda
WELCOME: bienvenida
APPROVAL OF MINUTES: aprobación de resumen de la junta anterior
REPORT: reporte
PRESENTATION: presentación
OLD BUSINESS: negocios viejos
NEW BUSINESS: negocios nuevos
ACTIVITY: actividad
ADJOURNMENT: cerrar la sesión
REFRESHMENTS: refrescos
POTLUCK: comida "potluck" (cada familia puede traer un platillo)

TITLE I TERMS .....

BASIC SKILLS: habilidades básicas
BYLAWS: reglas
COMPLAINT PROCEDURES: procedimiento de quejas
EVALUATION: evaluación
ELECTION OF OFFICERS: elecciones de oficiales
ELECTION OF MEMBERS: elecciones de los miembros
MONITORING: vigilar el programa
NEEDS ASSESSMENT: determinación de necesidades
OVERVIEW OF TITLE ONE: introducción al Título Uno
PROGRAM PLANNING: planear el programa
PROPOSAL: propuesta OR aplicación
SCHOOL PARENT ADVISORY COUNCIL: concilio consultivo de padres de familia de la escuela. DISTRICT P.A.C.: concilio consultivo de padres del distrito
TARGET SCHOOL SELECTION: selección de escuelas designadas
TITLE ONE PROGRAM: el programa Título Uno

OFFICERS/oficiales .....

CHAIRPERSON: presidente
VICE CHAIRPERSON: vice-presidente
SECRETARY: secretario (MALE), secretaria (FEMALE)

DATES/fechas .....

Format for dates in Spanish: day, numerals, article "de," month in lower case, article "de," year.
EXAMPLE: Martes, 15 de enero de 1980

JANUARY: enero
FEBRUARY: febrero
MARCH: marzo
APRIL: abril
MAY: mayo
JUNE: junio
JULY: julio
AUGUST: agosto
SEPTEMBER: septiembre
OCTOBER: octubre
NOVEMBER: noviembre
DECEMBER: diciembre

MONDAY: Lunes
TUESDAY: Martes
WEDNESDAY: Miércoles
THURSDAY: Jueves
FRIDAY: Viernes
SATURDAY: Sábado
SUNDAY: Domingo

OTHER HANDY WORDS .....

YES: sí
NO: no
STUDENT: estudiante
SCHOOL: escuela
TEACHER: maestro (MALE), maestra (FEMALE)
NAME: nombre SIGNATURE: firma
TELEPHONE: teléfono
ADDRESS: dirección
MEMBER: miembro COMMUNITY MEMBER: miembro de la comunidad
INFORMATION: información

8001cd

TRAINING

TRAINING PROGRAM REQUIREMENTS

procedures

Under the new Title One law, the school district must provide a training program for all parent advisory council members. The purpose of the training is so that council members can participate effectively in the Title One program and carry out their responsibilities for advising about the planning, operation, and evaluation of Title One.

Training for the District Parent Advisory Council will be developed by the district staff with the cooperation of the District Parent Advisory Council members. Training for school parent advisory councils will be developed by the site Title One staff with the cooperation of school parent advisory council members. Resources and technical assistance for the school-level training will be provided by the district Title One staff.

All training must be based upon the needs and duties of the council members. The law specifically points out that the training must be "planned in full consultation" with the council members. Days, times, lengths, and places of training should be determined by the council for the convenience of its members, not for the convenience of the Title One staff. The training is expected to provide more information and skills than could be given normally during council meetings.

So council members can take part effectively, training should be concentrated at the beginning of the school year. It should also be provided throughout the year as needed.

Funds have been budgeted at the district level to pay for training expenses. For example, an all-day workshop might need a meeting room away from the school and a lunch served to council members. Of course, council members may also be reimbursed for transportation and child care expenses they have to pay to attend a training session.

The law and federal regulations very clearly point out that training is to be provided for all council members. This rule means that teachers and students, as well as parents, who are council members are to take part in the training program. If a training session is to be held during school hours, arrangements must be made by the facilitator to release teacher and student members from classes. Substitutes for teacher members may be hired if needed.

Principals, Title One staff, and regular classroom indirect teachers may take part in the training programs.

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PARENT ADVISORY COUNCIL TRAINING PROGRAM OUTLINE ideas

topic	key points	resources already developed
OVERVIEW OF TITLE ONE	1. Supplementary basis skills program 2. The district's Title One program 3. Title One services at the school 4. Instructional approach 5. Parent involvement	1. "More Help with the Basics" brochure on Title I. 2. "Title One" slide-tape show on PUHSD program 3. "Handbook for Parent Advisory Councils" Chapters 1-2 (English and Spanish editions) 4. Parent Resource Pool presentation kit
OVERVIEW OF PARENT ADVISORY COUNCILS	1. Role and purpose of the council 2. Council organization and membership 3. Duties and activities of members 4. What happens at meetings 5. Officers: duties, offices 6. The DPAC: role, membership, organization	1. "More for Parents" PAC brochure 2. "The PAC Picture" slide-tape show 3. Handbook for Parent Advisory Councils" Chapters 3, 6 4. Parent Resource Pool presentation kit
INDIVIDUALIZED EDUCATIONAL PLANS	1. What the IEP is and how it is prepared 2. How to understand it 3. How the student will follow it in the classroom	1. "IEP: Planning & Communicating" slide-tape show

topic	key points	resources already developed
LEADERSHIP/ P.A.C. OPERATIONS	1. Bylaws 2. Planning PAC activities 3. Working with the school 4. How to conduct/take part in a meeting 5. Rules of order 6. Council communications 7. Training	1. "Handbook for Parent Advisory Councils" Chapters 4-5, Appendices 2-3 2. Parent Resource Pool presentation kit 3. "PAC Planner's Workbook"
MONITORING	1. What monitoring is 2. How parents can take part 3. What to look for 4. Activity: practice monitoring 5. Monitoring by the state	1. "Handbook for Parent Advisory Councils" Chapter 11 2. Parent Resource Pool presentation kit 3. "Monitoring the Title One Program" Slide-tape show
NEEDS ASSESSMENT	1. What needs assessment is 2. The needs survey 3. Test results 4. Establishing priorities	1. "Handbook for Parent Advisory Councils" Chapter 7 2. "PUHSD Title One Needs Assessment Report"
TARGET SCHOOL SELECTION	1. The process: public schools 2. The process: private schools 3. PUHSD Title One schools	1. "Handbook for Parent Advisory Councils" Chapter 9 and Appendix 5 2. Title One proposal
EVALUATION	1. What an evaluation is 2. How Title One is evaluated 3. How to understand the results 4. PUHSD program results	1. "Handbook for Parent Advisory Councils" Chapter 8 2. "PUHSD Title One Program Evaluation" Report

topic	key points	resources already developed
STUDENT SELECTION	1. Who may be served by Title One (federal regulations) 2. The need for priorities 3. Testing: how students are chosen 4. How to understand test scores	1. "PUHSD Title One Application" student selection criteria
PROGRAM PLANNING	1. The Title One program cycle 2. What an application is 3. Organization of the application 4. How parents can take part in program planning	1. "Title One Cycle" Parent Resource Pool Handout 2. "PUHSD Title One Application"

EXPENSES

REFRESHMENT EXPENSES

procedures

Title One funds may be used to provide refreshments at parent advisory council meetings. Generally, refreshments are not intended to be full meals. Examples of refreshments are: coffee, punch, cookies, cake, brownies, etc.

Refreshment expenses may vary among schools because of the number of persons who attend, the times of the meetings, etc. However, because refreshment funds come from a single district budget, excessive use by one council may limit the money available for refreshments for the others. When refreshment expenses are expected to exceed $15, the site facilitator should check with the district Title One supervisor or the parent advisory council assistant first.

A blanket purchase order will be established with a local grocery chain to cover the costs of refreshments. Funds for the account will be provided at the district level. The purchase order number to be used for these purchases will be provided to the facilitators. An itemized receipt must be obtained from the store and submitted to the district Title One secretary.

Arrangements with the cafeteria for refreshments or meals may be made by the site staff. Following the PAC meeting, an itemized invoice must be obtained from the cafeteria. The site secretary must send this statement along with a requisition for payment (see sample) to the district Title One office.

Occasionally, a council may wish to have a meal at a meeting. For meals, follow these guidelines:

1. Meals should be limited to no more than one or two times per year.

2. Obtain prior approval from the district Title One supervisor or the parent involvement specialist.

3. Potluck meals are encouraged. For potluck meals, Title I funds may be used to purchase the main course (for example, a ham or some other meat course).

4. Meals can be very expensive. It is the responsibility of the site facilitator and the council officers to see that Title One funds are used wisely when meals are provided. For this reason, restaurant service is generally discouraged (but is allowed in limited situations).

5. Meals may often be obtained inexpensively through the school cafeteria. Use of the school cafeteria is encouraged.

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REIMBURSEMENT FOR MEMBERS' EXPENSES procedures

Members of the parent advisory council who are not regular employees of the school district may be reimbursed for transportation and babysitting expenses that were necessary for them to take part in council activities. These expenses can only be reimbursed; they cannot be paid for in advance.

The community aide will provide a ride to parent advisory council meetings for members who ask for it. In many cases, it will be to the member's advantage to ride with the community aide rather than to wait for reimbursement for use of a personal car.

To claim either or both mileage or babysitting, the council member must submit an "invoice for parent expenses" form. The invoice form must be submitted in triplicate with a green federal program requisition for payment prepared by the site secretary (see example). An original (i.e., original signature) invoice form plus two photocopies are acceptable. A check will be mailed to the council member. Payment usually takes six to eight weeks.

Mileage: Members may be reimbursed for mileage if they drive in their own car, or for bus fare to get to PAC meetings or other council activities. Mileage will be reimbursed at 18 1/2¢ per mile. The following must be included on the invoice form:

1. Starting and ending odometer (mileage) readings.
2. Total miles travelled (round trip - double the mileage one way to the meeting).
3. Amount claimed for reimbursement.

Child Care: Like mileage, babysitting or child care costs may be reimbursed when members must pay them in order to attend a Parent Advisory Council activity (meeting, monitoring visit, etc.). The following must be submitted when applying for reimbursement of child care expenses:

1. Three copies of the invoice form.
2. A receipt of payment from the babysitter (see example). NOTE: Processing cannot begin until the receipt is received.
3. A green federal program requisition for payment (prepared by the site Title I secretary).

Payment by Title I may be made directly to the babysitter. In this case, the babysitter must fill out the "invoice for child care form" (see example). This invoice must also be submitted in triplicate along with a requisition. Then, the check will be made out and mailed directly to the babysitter.

INVOICE

For Parent Expenses

To: Phoenix Union High School District 210
ESEA Title I
P.O. Box 3947
Phoenix, Arizona 85030

For office use only
Invoice number_____
Invoice date_____
P.O. number_____

please fill in
por favor, completa

.....

Reimbursement for expenses incurred to participate in ESEA Title One Parent Advisory Council activities on (date)_____19____ at (place)_____

NAME (nombre)_____

MAILING ADDRESS (direccion)_____

_____Zip_____

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION ON THIS PAGE IS TRUE AND CORRECT. (Aseguro que esta información esta correcta.)

SIGNATURE (firma)_____DATE (fecha)_____

---

milage
millas

COMPLETE THIS SECTION ONLY IF YOU DRIVE YOUR OWN CAR TO THE TITLE ONE MEETING OR WORKSHOP. Completa solamente si conducen su propio carro.

1. CAR LICENSE NUMBER.....
(numero de licencia del carro) [ ]
2. STARTING MILEAGE AT YOUR HOME (comenzando millas de la casa) _____
3. MILEAGE READING AT THE MEETING (terminación millas de ajunto) _____
4. MILES DRIVEN TO MEETING (millas)..... _____
5. MILEAGE READING AT END OF RETURN TRIP.....
(terminación millas de la casa) _____
6. TOTAL MILES ROUNDTRIP (entera millas)..... [ ]
7. AMOUNT TO BE PAID
(cantidad que se necesita pagar)
Total miles X 18½¢ per mile..... $ [ ]

---

child care
cuidaninos

CLAIMS FOR BABYSITTING EXPENSES CANNOT BE PROCESSED UNTIL YOU TURN IN A RECEIPT SIGNED BY THE BABYSITTER.
Demandas por haberle cuidado los niños no se completarán hasta que usted entregue un recibo firmado por la niñera.

1. Cost per hour (costo por horo)..... $ [ ]
2. Number of hours (cuantas horas)..... [ ]
3. TOTAL COST FOR CHILD CARE (entera costo). $ [ ]

.....

Approved_____Facilitator

Budget coding:

Mileage 110-300-5710
005-191-050-518

Child care 110-300-5790
005-191-050-805

CD:ja
8/8/80

RECEIPT
FOR CHILD CARE

I have received payment of $_____ for child care services from:

_____
(name of parent advisory council member)

Signed_____ Date_____

Address_____
City State Zip

Cost per hour: $_____

Number of hours:_____

Total cost: _____

Date child care was provided:_____

RECEIPT
FOR CHILD CARE

I have received payment of $_____ for child care services from:

_____
(name of parent advisory council member)

Signed_____ Date_____

Address_____
City State Zip

Cost per hour: $_____

Number of hours: _____

Total cost: _____

Date child care was provided:_____

RECEIPT
FOR CHILD CARE

I have received payment of $_____ for child care services from:

_____
(name of parent advisory council member)

Signed_____ Date_____

Address_____
City State Zip

Cost per hour: $_____

Number of hours: _____

Total cost: _____

Date child care was provided: _____

RECEIPT
FOR CHILD CARE

I have received payment of $_____ for child care services from:

_____
(name of parent advisory council member)

Signed_____ Date_____

Address_____
City State Zip

Cost per hour: $_____

Number of hours: _____

Total cost: _____

Date child care was provided:_____

INVOICE

For Child Care

TO: PHOENIX UNION HIGH SCHOOL DISTRICT #210
E.S.E.A. TITLE I
P.O. Box 3947
PHOENIX, AZ 85030

Date _____

I provided child care services for (number) _____ children of (name of parent advisory council member) _____ on (date) _____ so he/she could attend a Title I activity.

Time of child care: From _____ to _____

Cost per hour: $_____

Number of hours: _____

Total cost: $_____

I have not received payment for these child care services from the parent advisory council member.

Signature _____

Name (please print) _____

Address _____

_____

City State Zip

Telephone _____

SUBMIT IN TRIPLICATE

Allow six to eight weeks to receive payment

. . . . . .

APPROVED BY:

_____ _____
Program Coordinator Date

_____ _____
Director, Federal Programs Date

CD:dm
8/79

_____
Coding Information

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GUIDELINES FOR ATTENDANCE AT DPAC/PAC RELATED WORKSHOPS/CONFERENCES

procedures

This document provides guidelines for attending workshops, conferences or other activities where all or part of the expenses might be paid by the Phoenix Union High School District ESEA Title One Program.

PARTICIPATION IN DISTRICT TITLE ONE WORKSHOPS/CONFERENCES

Financial support for participants in District Parent Advisory Council (DPAC) or School Parent Advisory Council (PAC) activities will be limited to the following, as listed:

1. MILEAGE: DPAC members and alternates, school PAC members, Title One staff who are needed as resource persons.

2. BABYSITTING: DPAC members and alternates, school PAC members.

3. REFRESHMENTS & MEAL FUNCTIONS: DPAC members and alternates for DPAC functions, school PAC members for PAC functions, Title One staff who are needed as resource persons, school and district administrators, Board of Education members, other resource persons invited by the Title One Supervisor.

PARTICIPATION IN OTHER WORKSHOPS/CONFERENCES

1. The DPAC will consider all such activities at their regular meeting and will recommend to the District Title One Supervisor whether to have representation at the activity. The DPAC's recommendations should be based upon the following:

   a. the degree to which information, expertise, and other resources presented at the workshop or activity are not available in the district or locally

   b. the goals of the workshop or activity

   c. budget implications

   d. the relevance to the Phoenix Union High School District Title One program

   e. the degree to which new information will be introduced

   f. the content of the program, as described in the agenda

   g. the participation of Phoenix Union High School District PAC members in the program

2. If representation at the activity is recommended, the DPAC will recommend to the Title One Supervisor the names of persons to represent the district at least five weeks prior to the date of the activity. The DPAC's recommendation should take into consideration the following:

   a. persons recommended must be currently active members of a Title One PAC, at either the school or district level

   b. persons recommended must have indicated that they intend to actively and regularly participate in the PAC after attending

c. persons recommended for participation during the course of a year should reflect as many different schools as possible

d. a balance should be maintained in recommending new PAC members and those who have served on a council during at least the previous year

3. The Title One Supervisor will review the recommendation of the DPAC. The Title One Supervisor will either concur with the recommendation or amend it. If amended the Title One Supervisor will review it with the DPAC officers within a week.

4. The Title One Supervisor will in turn recommend names of the participants to the Assistant Superintendent for Instruction by the submission of travel request forms at least four weeks prior to the activity.

5. The Assistant Superintendent for Instruction gives final approval for all in-state travel. The Board of Education gives final approval for all out-of-state travel.

6. The Title One Supervisor will meet with the participants prior to the activity date to review all necessary travel arrangements.

DISSEMINATION

Upon return the participants will make an oral report at the next DPAC meeting, and at their respective school PAC meetings.

P.A.C. EVALUATION

WHAT'S THE P.Q. (PARENT QUOTIENT) OF YOUR PAC MEETINGS?

ideas

PROMOTION

( ) Postcards are mailed to all parents one week before meeting.

( ) Community aide calls as many parents as possible one week before meeting.

( ) Community aide calls as many parents as possible the day before the meeting.

( ) Community aide offers transportation to meetings.

( ) Parents talk to other parents about attending the meeting.

( ) Teachers tell students about the meeting (and explain why parent involvement is important).

( ) Parents are informed that babysitting during meetings will be reimbursed (and forms are available at all meetings).

AT THE MEETING

( ) The PAC officers, not the facilitator, conduct the meeting and are not simply figureheads.

( ) School staff is friendly and welcomes parents individually as they come into the meeting room.

( ) School staff treat parents as equals and never talk down to them.

( ) Parents are never put "on the spot" or made uncomfortable in front of the others.

( ) Parents have a chance to speak out and to ask questions.

( ) Parents have a chance to express their views to staff on an individual basis if they feel uneasy about speaking up during the group session.

( ) Staff listen.

( ) Meetings allow parents to get to know each other and the staff on a one-to-one basis.

( ) Chairs are arranged so that no authority relationships are implied (such as the facilitator sitting at a head table)

( ) School staff fade into (and sit in) the background, so that parents are at the forefront of the meeting.

( ) Staff who are present pay attention and stay for the entire meeting.

( ) Presentations by staff are enlivened by audiovisual aids (overhead transparencies, chalkboard, handouts, slideshows if appropriate).

( ) Meetings are paced briskly and are interesting enough that the facilitator would want to attend even if he or she did not have to.

( ) PAC "old-timers" are relied upon to help motivate new parents.

MEETING SUPPORT

( ) Facilitator and school PAC officers jointly plan the agenda two weeks before the meeting.

( ) Every agenda has at least one item that has parents do something (besides just sit and listen).

( ) Translation services are available if needed (and parents are aware of them).

( ) The time of the meeting is convenient for parents.

( ) Meetings are sometimes held away from the school in places where the parents feel comfortable (PAC officers' homes, community centers, etc.)

( ) Everybody (staff and members) has a name badge.

( ) Parking is available and convenient to the meeting location.

( ) The route to meeting location is well marked with directional signs so parents can find their way easily.

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TITLE ONE PARENT ADVISORY COUNCIL EVALUATION

ideas

1. Do you feel that your membership in the PAC has helped your student do better in school?
   ( ) yes ( ) no

2. Do you feel that the role of the PAC has been well defined?
   ( ) yes ( ) no

3. How much do you feel that the parent advisory council was able to help make better the services given students through Title One?
   ( ) very much
   ( ) some
   ( ) none

4. Do you feel that you have been able to influence the way the Title One program works as much as you would like to?
   ( ) yes ( ) no

5. Do you feel you have gotten enough support from the staff?
   ( ) yes ( ) no

6. Do you feel better informed about your school as a result of being a PAC member?
   ( ) yes ( ) no

7. Has your opinion of the school changed as a result of you being a PAC member?

   ( ) I now think the school is doing a better job than I thought before.
   ( ) I have not changed my view of the school.
   ( ) I now think the school is doing a worse job than I thought before.

8. As a result of being a PAC member, do you now feel more willing and more able to take an active part in the affairs of the community?

   ( ) Yes, I feel more willing and able to be active.
   ( ) I was active before and I want to continue to be active.
   ( ) I feel no more willing or able to be active now.
   ( ) I feel discouraged and I will be less active in the future.

9. Do you have any comments about the parent advisory council?

   _____

   _____

   _____

   _____

10. Do you have any comments about the Title One program?

    _____

    _____

    _____

    _____

REGULATIONS AND GUIDELINES

"PARENTAL INVOLVEMENT

"SEC. 125. (a) ESTABLISHMENT OF ADVISORY COUNCILS.—(1) A local educational agency may receive funds under this title only if it establishes an advisory council for its entire school district which—

Advisory council for entire school district.
20 USC 2735.
Membership.

"(A) has a majority of members who are parents of children to be served by projects assisted under this title;

"(B) is composed of members elected by the parents in each district; and

"(C) includes representatives of children and schools eligible to be served by, but not currently participating in, programs assisted with funds provided under this title.

"(2)(A) A local educational agency may receive funds under this title only if it establishes an advisory council for each project area or project school, except as provided in subparagraph (B), which—

Advisory council for project area or project school.
Membership.

"(i) has a majority of members who are parents of children to be served by programs assisted under this title, and

"(ii) is composed of members elected by the parents in each project area or project school.

"(B) In the case of any project area or project school in which not more than one full-time equivalent staff member is paid with funds provided under this title, and in which not more than forty students participate in such programs, the requirements of subparagraph (A) shall be waived.

Waiver.

"(C) In the case of any project area or project school in which 75 or more students are served by programs assisted by funds provided under this title, each such project area or project school advisory council, in addition to meeting the requirements of subparagraph (A), shall—

Additional requirements.

"(i) be composed of not less than 8 members, who shall serve for terms of two years, after which time they may be re-elected;

"(ii) elect officers of the council after it has been fully constituted; and

"(iii) meet a sufficient number of times per year, according to a schedule and at locations to be determined by such council.

"(3) Any individual who is a teacher at a school serving a project area or is a parent of a child residing in an eligible school attendance area or attending an eligible school shall be eligible to be elected as a member of the district-wide advisory councils established pursuant to paragraph (1), but nothing in this sentence shall preclude the eligibility of other individuals who are residents in that district. No individual who is a teacher at a project school or a school serving a project area shall be ineligible to be elected as a member of a district-wide or project area or school advisory council on the basis of residency outside such area or district.

"(b) RESPONSIBILITIES OF ADVISORY COUNCILS.—Each local educational agency shall give each advisory council which it establishes under subsection (a) responsibility for advising it in planning for, and implementation and evaluation of, its programs and projects assisted under this title.

"(c) ACCESS TO INFORMATION.—(1) Each local educational agency shall provide without charge to each member of an advisory council established by such an agency under subsection (a) of this section—

"(A) a copy of the text of this title,

"(B) a copy of any Federal regulations and guidelines issued under such title; and

"(C) a copy of appropriate State regulations and guidelines associated with this title.

"(2) Each State educational agency shall provide a copy of any report resulting from State or Federal auditing, monitoring, or evaluation activities in any district to the parent advisory council established pursuant to subsection (a)(1) in such district.

"(d) TRAINING PROGRAMS.—Each local educational agency application for funding under this title shall describe a program for training the members of advisory councils established pursuant to subsection (a) to carry out their responsibilities as described in subsection (b). Such training program—

"(1) shall be planned in full consultation with the members of such advisory councils;

"(2) shall provide each member of each such council with appropriate training materials; and

"(3) may permit the use of funds under this title for expenses associated with such training, including expenses associated with the attendance of such members at training sessions.

"(e) WORKSHOPS ON PARENTAL INVOLVEMENT.—For each fiscal year for which payments are made to State educational agencies under this title, the Commissioner shall sponsor workshops in the several regions of the United States which shall be designed to assist local educational agencies to work with and provide training to parent advisory councils established under subsection (a) of this section and to facilitate parental involvement in the programs conducted under this title. The workshops shall be planned and conducted in consultation with members of parent advisory councils in the region served by the workshop.

"REQUIREMENTS FOR DESIGN AND IMPLEMENTATION OF PROGRAMS

"SEC. 124. (a)

•••

"(f) COORDINATION WITH OTHER PROGRAMS.—(1) A local educational agency may receive funds under this title only if it demonstrates that, in the development of its application, it has taken into consideration benefits and services which are or may be available through other public and private agencies, organizations, or individuals. The local educational agency shall also demonstrate that in order to avoid duplication of effort and to ensure that all programs and projects complement each other, it has considered suggestions and offers of assistance made by other agencies which may aid in carrying out or making more effective the program or project for which the application is made.

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"(i) TEACHER AND SCHOOL BOARD PARTICIPATION.—A local educational agency may receive funds under this title only if teachers in schools participating in programs assisted under this title, and school boards or comparable authority responsible to the public with jurisdiction over the schools, have been involved in planning for those programs and will be involved in the evaluation thereof.

"(j) PARENT PARTICIPATION.—A local educational agency may receive funds under this title only if parents of children participating in programs assisted under this title are permitted to participate in the establishment of such programs and are informed of, and permitted to make recommendations with respect to, the instructional goals of the program and the progress of their children in such program, and such parents are afforded opportunities to assist their children in achieving such goals.